



**Health Services**  
LOS ANGELES COUNTY

County of Los Angeles

DEPARTMENT OF HEALTH SERVICES

INVITES RESUMES FOR

**DIRECTOR, OFFICE OF MANAGED CARE (UNCLASSIFIED)**

**Functional Title: Deputy Director, Managed Care**

ANNUAL SALARY: \$153,601 - \$232,488 (Schedule R-18)

This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP)

FILING PERIOD: December 20, 2012 - Until the position is filled

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### **THE COUNTY OF LOS ANGELES**

With a population of more than 10 million people, the County of Los Angeles has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world-renowned museums, theaters, the nation's motion picture industry, major universities, and numerous five-star restaurants. The mountains, deserts, and the beautiful Pacific Ocean, along with some of the world's finest urban recreational attractions, are freeway close.

The County of Los Angeles is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors (Board) serves as both the executive and legislative authority of the largest and most complex county government in the United States. There are seven appointed positions (Auditor-Controller, Chief Executive Officer, Chief Probation Officer, County Counsel, Director of Children and Family Services, Executive Officer of the Board of Supervisors, and Fire Chief) that report directly to the Board. The remaining 26 department heads report to the Chief Executive Officer. There are also three elected officials (Assessor, District Attorney, and Sheriff), for a total of thirty-six (36) major administrative units or departments that currently serve the needs of the county's residents.

In fiscal year 2012-2013 the County has an annual budget in excess of \$24 billion and funding for over 100,000 positions to serve its diverse population.

## **MANAGED CARE DIVISION**

Managed Care Services Division is responsible for the management of the County's Healthy Way LA program, a County and Federal subsidized health coverage initiative; the appropriate utilization of health care services of the Department of Health Services' (DHS) empaneled patients (insured and uninsured); care coordination and management of DHS empaneled patients from non-DHS settings; and development of business office functions such as contractual relationships for primary care and non-DHS hospital services in light of an expanding managed care environment.

The goal of this division is to improve access to appropriate services for DHS empaneled patients within DHS and contracted under the Healthy Way LA program, enhance patient experience within DHS, improve care coordination between different care settings and minimize the fiscal risk of patients utilizing non-DHS services. Through the Healthy Way LA program, the division is also charged with forging relationships between DHS and its Community Partners (non-profit community based clinics and other health care partners) based on the common bond and mission of providing care to similar populations and communities for County uninsured residents.

## **POSITION OVERVIEW**

This one position is unclassified (at-will) and reports to the Director of Health Services and has full responsibility of directing the development, planning, implementation, administration and evaluation of managed care services offered by DHS to patient populations served by the Department. The appointee will direct the negotiation, administration and assessment of contractual agreements with providers of healthcare services to DHS and services provided by the Department to non-County managed healthcare providers.

## **ESSENTIAL JOB FUNCTIONS**

- Directs the development, implementation and evaluation of operational plans to expand the provision of primary care and other needed health care services for uninsured County residents, and ensure achievement of Department goals and timetables.
- Directs the administration and oversees the development and maintenance of a robust managed care program for healthcare needs of DHS empaneled patients in accordance with the departmental strategic goals and timetables.
- Serves as principal liaison, develops and maintains an effective relationship with payors and non-DHS providers to facilitate the continuing partnerships.
- Directs the assessment of the quality of services delivered by DHS and private sector providers to ensure achievement of an adherence to contractual agreements.
- Assesses, coordinates and monitors contract services to ensure the needs of the managed care requirements of the payor and 1115 Waiver are met.
- Directs the development of growth and viability of revenue generating contracts, negotiates cost effective contractual agreements/arrangements with private providers and; ensure appropriate reimbursement for DHS' provided services.
- Performs a principal role and work with senior management in the redesign and restructuring of the Department.

- Ensures the achievement of and adherence to all federal, State and local licensure/regulatory requirements associated with opening health maintenance organizations.

*The preceding statements reflect the general duties and responsibilities of the position, and are not considered a detailed description of all work requirements that may be inherent in the job or required for the effective discharge of the position's responsibilities.*

## **QUALIFYING EXPERIENCE & EDUCATION**

Bachelor's degree from an accredited\* university in Public Administration, Public Policy, Business Administration, Health Care Administration, or a closely related field -AND- four years progressively responsible administrative experience in analyzing and resolving problems related to organization, programs, budget, personnel, short and long range planning, systems and procedures. Two years of the required experience must have been at the level of the County's class of Associate Hospital Administrator II\*\* or higher.

### **LICENSE:**

A valid California Class "C" Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related functions.

## **DESIRABLE QUALIFICATIONS**

- Master's degree from an accredited\* university in Public Administration, Public Policy, Business Administration, Health Care Administration, or a closely related field.
- Demonstrated ability to establish and maintain effective liaison with payors, local, state, and federal legislative and regulatory bodies and community-based organizations.
- Demonstrated ability in consensus and team building.
- In depth knowledge of federal, state and local regulatory requirements, including but not limited to the licensure requirements of the California "Knox-Keene Act", Title 19 of the Federal Social Security Act, Title 22 of the California Welfare and Institutions Code (W&I) Section 17000 of the W&I Code, Medi-Cal Managed Care and Healthy Families Program requirements.

## **REQUIREMENT INFORMATION**

\*Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

\*\*Experience at the level of the County's class of Associate Hospital Administrator II is defined as assisting in the administration of a large County hospital and responsible,

under the direction of a Hospital Administrator II, for the direction and administration of programs for the financial activities or the day-to-day operations of the hospital.

### **COMPENSATION AND BENEFITS**

Annual Salary: \$153,601 – 232,488

This position is subject to the provisions of the County Management Appraisal and Performance Plan (MAPP). The salary range for this position is MAPP Range 18. The successful candidate may be appointed to any salary within the range, depending on qualifications.

- **Retirement Plan** – The successful candidate may participate either a contributory or non-contributory defined benefit plan, if currently a member in the County's defined benefit plan (LACERA). If the candidate is a "new member" of LACERA on or after January 1, 2013, that person's pensions will be limited under the Public Employees Pension Reform Act (PEPRA). For these purposes, a "new member" is someone who first becomes a member of LACERA on or after January 1, 2013, unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. Details on PEPRA will be provided on request.
- **MegaFlex Benefits Plan** – Benefits may be purchased from the MegaFlex Benefits Plan using a tax-free County contribution of an additional 14.5% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is given to the employee as taxable income. Benefits available within the MegaFlex Benefits Plan include medical, dental, disability, life and AD&D insurance. (Not applicable to County employees who are currently in Flex).
- **Non-Elective Days** – Ten paid days per year with the option to buy an additional one to 20 elective annual leave days.
- **Flexible Spending Accounts** – Employees may contribute up to \$200 per month tax-free to Health Care Spending Accounts and \$400 per month tax-free to Dependent Care Spending Accounts. The County contributes \$75 per month to the Dependent Care Spending Account.
- **Saving Plan (401k)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- **Deferred Compensation Plan (457)** – Optional tax-deferred income plan that may include a County contribution or 4% of employee's salary.
- **Holidays** - Eleven paid days per year.

### **SELECTION PROCESS**

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. The names of the most highly qualified candidates will be submitted to the Director of Health Services for consideration.

Note: A background investigation will be completed on the candidate selected for this position.

### **TO BE CONSIDERED**

Qualified candidates are invited to submit a statement of interest and resume. The statement of interest should detail positions held, salary information, education completed and special qualifications.

Resumes must include the following:

1. Names of schools, colleges, or universities attended, dates attended and degrees earned and field(s) of study. Please enclose copies of degree(s), licenses and certificates together with the resume.
2. For each organization and program managed please include:
  - The name of each employer, job titles held, dates of employment, and salaries
  - Size of organization and budget information for programs managed
  - Number and composition of personnel supervised
  - Scope of management responsibilities and functions managed
3. Sufficient information to determine if candidate meets the Qualifying Experience & Education and Desirable Qualifications sections of this recruitment announcement.

*Pursuant to State and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name) attached to your resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.*

### **COUNTY OF LOS ANGELES CHILD SUPPORT COMPLIANCE PROGRAM**

In an effort to improve compliance with court-ordered child, family and spousal obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires, which may assist in locating persons who owe these obligations. Family Code Section 17512 permits, under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

### **SPECIAL INFORMATION**

It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons regardless of race, religion, sex, national origin, age, sexual orientation or disability. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation may call (323) 869-7124 (ADA Coordinator – Voice); (TTY); (800) 735-2922 (CRS). Any applicant for county employment who has been convicted of worker's compensation fraud is automatically barred from employment with the County of Los Angeles.

### **SOCIAL SECURITY ACT OF 2004**

Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination

Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%.

All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website at [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number 800) 325-0778 or contact a local Social Security office.

Resume, including cover letter and record of accomplishments, will be reviewed and evaluated as received. Please submit your statement of interest and resume materials to:

Rosario Shupe  
Department of Health Services  
Recruitment & Examinations Office  
5555 Ferguson Drive, Suite 220-10  
City of Commerce, CA 90022  
Phone: (323) 890-7828  
Fax: (323) 869-0942  
E-mail: [rshupe@dhs.lacounty.gov](mailto:rshupe@dhs.lacounty.gov)

This announcement may be downloaded from the County of Los Angeles websites at:

<http://www.dhs.lacounty.gov> or <http://hr.lacounty.gov>

The County of Los Angeles is an Active Equal Opportunity Employer